

**Maricopa County Community Services Commission**  
Maricopa County Human Services Department  
234 N. Central, 3<sup>rd</sup> Floor Arizona Conference Room  
Phoenix, Arizona 85004  
**Monday, July 27, 2009**  
**6:00 PM**

**Meeting Minutes**

**Members Present:**

City of Glendale - Councilman Steve Frate	City of Avondale – Frank Scott
City of Tolleson – Councilwoman Kathie Farr	APS - Louise Moskowitz
Low Income Representative - Glenn Cuzzort	Sister Barbara Webster
Valley of the Sun United Way – Amy Schwabenlender	Chicanos Por La Causa - Terri Cruz
The Salvation Army – Roberta Furlong (alt)	

**Presenters/Staff/Guests Present:**

**Staff:**

Margarita Leyvas  
Eileen Hartnett  
Frances Delgado

**Guests:**

Darlene Burkett, U.S. Census Bureau  
Sylvia Sheffield, City of Avondale  
Mary Hutchinson, TCAA  
Joy McClain, City of Tolleson

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| <b>1. Call to Order</b>        | The meeting was called to order at 6:00 PM by Chair Louise Moskowitz.   |
| <b>2. Roll Call</b>            | Frances Delgado called roll and a quorum was established.   |
| <b>3. Opening Prayer</b>       | Terri Cruz led the prayer.  |
| <b>4. Pledge of Allegiance</b> | Sister Barbara Webster led the Pledge of Allegiance.  |
| <b>5. Approval of Minutes</b>  | Louise Moskowitz asked for approval of the June 22, 2009 meeting minutes: Steve Frate made a motion to approve the minutes as presented. Frank Scott seconded the motion. All were in favor and the minutes were accepted as presented.   |
| <b>6. Presentation</b>         | Darlene Burkett of the U.S. Census Bureau provided a presentation on the 2010 U.S. Census. They are partnering with communities to reach out about the importance and awareness of everyone completing the 2010 U.S. Census survey. Ms. Burkett provided handouts with information about the 2010 U.S. Census.  |
| <b>7. Director's Report</b>    | <p>Marge Leyvas shared the following:</p> <p>Effective July 1, 2009 the Maricopa County Community Development Department merged with the Human Services Department (HSD) and now the HSD consists of four (4) Divisions. This also brought on a new Deputy Director for HSD, Renee Ayres-Benavidez.</p> <p>The Glendale City Council formally requested that Maricopa County release the city limits of Glendale from its Community Action Agency (CAA) service area effective June 30, 2010. The Maricopa County HSD supported and presented a resolution to the Maricopa County Board of Supervisors on the June 3, 2009 agenda and it was approved. We have formally notified DES as of June 30, 2009.</p> |

Several revenue and expenditure contracts for the Weatherization and Repair/Replacement Program are in place. We will begin developing the Request for Proposal (RFP) process for the DOE/ARRA funding. We will receive assistance from the Maricopa County Materials Management Office to ensure we meet the ARRA guidelines.

Several Community Services staff attended training on Davis-Bacon Act which will impact the DOE/ARRA funding and our contractors and sub-contractors. In addition, Community Development will also be providing Davis-Bacon Training for those interested in the Department.

SAIL case manager staff attended the Family Development Model of Case Management which was hosted by the ACAA. This was a three day training session and those that passed the certification testing will become certified as a Family Development Specialist.

Personnel changes will be occurring within the Community Services Division. We will be eliminating the contract Program Specialist position and creating a regular Emergency Assistance Specialist. For the weatherization program, we will be creating one Program Coordinator position that will supervise several staff; three positions will be Weatherization Outreach Specialists and three positions will be Program Support Specialists, in addition to an Office Assistant position. First level interviews will be conducted within the next week for the Grant Facilitator position.

Frances Delgado was recently appointed the Vice-Chair of the Maricopa County Hispanic Network. Finally, Marge Leyvas was appointed the ACAA Board President.

#### **8. By-Laws Committee**

The By-Laws Committee will need to meet annually to review the By-Laws and to ensure that we are in compliance. It was proposed that the By-Laws Committee meet on August 24, 2009 to review the By-Laws.

#### **9. Board Remarks**

Amy Schwabenlender shared that the Project Homeless Connect will be August 20, 2009 within the City of Glendale.

Steve Frate indicated that on July 7, 2009 the Deputy Secretary of HUD visited the City of Glendale. Mr. Frate shared with him the importance of energy assistance within Arizona and heat related deaths that may occur.

Marge Leyvas reported one additional item: She met with the Tolleson city manager about the consolidation of the Tolleson Community Action Program with MC1, known as the Avondale service area which was approved at the last Commission meeting for Fiscal Year 2011. The Tolleson City Manager asked if they could continue to operate the Community Action Program without the Maricopa County administrative operating funds and still have access to the financial assistance dollars. Marge answered yes as MC also provides the City of Scottsdale access to the financial assistance dollars. Tolleson's City Manager did however state that they only want to serve individuals/families within the City limits of Tolleson.

#### **10. Call to the Public**

Mary Hutchinson shared that the Homeless Connect in Tempe served 226 individuals. There were several non-profits agencies available to provide information about shelter, food and immediate needs.

Joy McClain reported that the City of Tolleson has been awarded Emergency Food and Shelter Program funds, and their food programs over the summer were heavily utilized, serving many children in need.

#### **11. Adjournment**

Chair Louise Moskowitz called for a motion to adjourn. Frank Scott made a motion to adjourn. Steve Frate seconded. The meeting was adjourned.